



## **FUNCTIONAL TRAINING FOR FOREIGN SERVICE FAMILY MEMBERS**

The Family Liaison Office's Employment Program Specialist is responsible for registering family members into functional training classes offered at the National Foreign Affairs Training Center's (NFATC) Foreign Service Institute (FSI). This includes all courses in computer training, administration, office management, and the very popular Basic Consular Course. For language classes and areas studies, family members must be registered by the employee's Assignment's Officer. After the family member has been hired by the Department of State, their post will be responsible for registration.

Although FLO works hard to register family members into a myriad of courses at FSI it is important to be aware of some of the limitations. The first factor to be aware of is that training is offered on a space available basis for family members. Employees needing specific classes for their onward assignments always have priority for the few spaces available in each class. Family members who have already been hired for a specific position and are required by post to take a class will have a higher priority than family members who simply want to be prepared. During the summer there are many more officers transferring from one assignment to another and who need specific classes. Therefore, summer is the most difficult time for placement of family members in any of the FSI courses.

Eligibility requirements for family members wishing to take courses at FSI are:

- U.S. citizen

- Minimum of 18 years of age

- Sponsoring employee has been panelled for an overseas assignment or is currently assigned overseas

Family members wishing to take the Basic Consular Course have additional eligibility requirements and procedures. The Basic Consular Course Information Sheet, attachment number 6, fully explains these requirements. For all other courses please ask family members to contact the Employment Program Specialist with the course desired and the preferred date(s).

All FSI classes are free to the family members of Department of State employees. For family members of all other foreign affairs agencies' employees, fees are often charged. The employees agency must agree to pay the tuition prior to the enrollment of the family member. Sometimes fees will be waived if a post has requested Consular training for the family member. However, if a tuition fee is charged the family member cannot pay directly as there is no mechanism at FSI for direct payment of tuition. Most classes offered by the Overseas Briefing Center (OBC) are free to all USG employee's family members.